GP ARCHIVES COMMITTEE MINUTES, SEPTEMBER 18, 2012
ATTENDING: Charlie Snyder, Nancy Schwartz, Kay Hager, Marian Green,
Nancy Walz, Dave Burgevin

NEW ARCHIVIST, DAVE BURGEVIN

Charlie introduced our new archivist, Dave Burgevin, who has extensive archival
experience including having worked at the Smithsonian and most recently the
Sandy Spring Museum. Dave presented a memo (attached at bottom) of 10
positives that our Archive has now along with several options for how to improve
upon it.

Dave recommended some reorganization and renumbering of the boxes and
records contained within each one. Here's Charlie's update of Dave's progress
this week:
"It is a good system, very easy and much less disruptive -- in fact, hardly
disruptive at all -- of what we have been doing over the past year of so. In fact,
our work forms a solid basis for his new system and makes converting to
it much, much simpler. . . Most, if not virtually all, of the existing boxes and
catalog records will be converted, rather than replaced, a big relief. Each box and
folder will have its own catalog record, making searching fairly easy."

Dave would like to limit the number of people entering information into
PastPerfect for a time until he's done with the conversion of the records.

VOLUNTEERS

We have 6 active volunteers currently. Dave will bring in his intern from Sandy
Spring temporarily to help with the initial reorganization and renumbering. In the
meantime, he'll suggest other projects the interns can help with such as scanning
documents, working on oral histories or labeling photos.

RESEARCHERS

Is the Archive working well in terms of helping researchers find what they need?
Three recent inquiries proved that it is: Jean Horan accessed the Swimming Pool
Committee records she needed; Nancy Floreen learned more about the history of
her house; and Ida Sullivan successfully found Parks & Open Space Committee
materials.

EQUIPMENT

A label printer and a new scanner/printer/copier will be ordered. The stand-alone
flatbed scanner won't be necessary and there's no room for it since we need the
ability to print and copy as well.

NEXT MEETING: Wednesday, November 14, 2012

MEMO
9/18/2012
Garrett Park Archives
Suggestions for Organization and Access
Dave Burgevin, Archivist

Positive Collection Aspects:

1. Dedicated committee involvement (all of you!)
2. Organization of collections based on subject files/boxes
3. Small dependence on accession and/or provenance
4. Active volunteers
5. Varied types of mediums (photos, maps, documents, publications, recordings)
6. A known and finite time period for collecting
7. An established perimeter (geographic) for accepted materials
8. Proper research guidelines and set times for appointments
9. Support from the Town
10. PastPerfect (PP) software DB on an upgraded PC

Ideas/Directions to Improve Collections/Access:

A. **Past Perfect Connection to Collections**
   1. Individual accession numbers are established per box.
      a. The GP Archives houses approximately 225-250 boxes in the collections, almost exclusively filed and stored by subject matter or date, rather than by type of material
      b. The GP Archive holds various types of materials in each box related to a specific subject matter and/or collection (for example a box titled "Houses" could have documents, photos, clippings, etc.)
      c. In order to preserve this 30+ year old subject-based collection, each box would be given an accession number, and location in PP, along with a set of DB keyword descriptors (searchable subject aids) for the materials in that box.

2. Object ID numbers are assigned within each box.
    a. Based on the PastPerfect collection names (Library, Photos, Archives, Objects), Object ID numbers would be assigned to any (and, in theory, all) materials from each box.
    b. In order to save a substantial amount of resources (think: time & money), this would be done on an "on-demand" basis: materials are numbered whenever they are pulled and duplicated (scanned, copied, etc.)
    c. This would allow for materials to fall into the correct categories according to PP (searchable by subject and type of material) and still have a known location based on the accession number on each box.*
    d. When materials are duplicated (for ex: scanned) from a storage box, the materials would be numbered with that box number(the accession number) and the next object ID number in that box number series and put into PP as the next Object ID #.
    e. The object would be placed back into the box with it's own object ID number on it, traceable by the location noted in the DB under the accession (box) number and its shelf location.
    f. This would allow for a hierarchy to exist---materials which are deemed important (to staff, researchers, etc.) are scanned and numbered first. Furthermore, copied materials (either physically or electronically) that go forth from the archives do so with a traceable number to specific box and shelf location via PP.

B. **Other Equipment/Materials to Improve Collections**
    1. Label writer/labels
    2. Inner sleeve materials, and perhaps folders
    3. Flat boxes for art work and rolled maps, blueprints
    4. Scanner/printer
    5. New location for researcher visitation, storage, and work space (on 3rd floor?)

    - For example. If the "Houses, 1920-1960" box was accession number 2012.50, and a document was pulled from that box and scanned or copied for a customer (or the web), that document would be in PP (Documents), as 2012.50.1 if it was the initial object to be pulled from that particular box.